CHAPTER 32

SERVICE FUNDS, CHARITIES AND ASSOCIATED ORGANISATIONS

(Co-sponsor: NAVY STRATPOL-SEC 3RD SECTOR 1
NAVY PEOPLE-PS AFC RBL PROJ SO2)

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CHAPTER 32

SERVICE FUNDS, CHARITIES AND ASSOCIATED ORGANISATIONS

SECTION 1

PROVISION OF SUPPORT TO CHARITIES

3201. Introduction

The Third Sector Section is Navy Command's focal point for Third Sector (including charities, not for profit organisations, associations, heritage and museums issues, interactions, policy and guidance. The Third Sector Section sits within the Command Secretary's area of the Naval Command Headquarters and its role is to provide greater clarity, consistency and focus with respect to Navy Command's interactions with the Third Sector, to define policy and provide the focal point/representation for dealings with Third Sector entities, including the RN resources that could be offered (in accordance with Departmental guidelines) to requests for Royal Navy support. In addition, Directorate People and Training (via the People Support area) provides In Service (Public) funds which are available to support Service Personnel (SP) to improve military efficiency and the moral component of capability, and to combat disruption, uncertainty, drudgery and boredom, wasteful working and an unreasonable pace or weight of work. Funds available and application processes are detailed in this Chapter.

SECTION 2

SERVICE FUNDS - GENERAL

3202. Introduction

This section gives details of public funds which support serving personnel and non-public funds, which have Charitable status. These funds exist to support the moral component of fighting power by providing funding as detailed below and for charitable purposes including the provision of facilities and amenities for education, recreation and entertainment, and otherwise financial support and benevolence for the mental and spiritual needs of serving and ex-serving personnel and, in necessitous circumstances, their dependants. Advice on any aspect of these funds may be obtained from the point of contact for this Chapter. The Chapter also lists a few of the other organisations which may provide support to Service and ex-Service personnel and their families.

3203. Service Funds - General

a. Service funds are non-public funds set up to promote military efficiency and as such come within the definitions of charitable purposes in Section 3.1(l) of the Charities Act 2011 (applicable in England and Wales) which states that "The promotion of the efficiency of the armed forces of the Crown, or the efficiency of the police, fire and rescue services or ambulance services". Although charity laws in Scotland and Northern Ireland do not have such a specific purpose, the objects of military charities are accepted under other general purposes in these jurisdictions.

b. **Public Benefit.** The 2011 Charities Act also specifies that, in addition to having a purpose listed in Section 3.1 of the Act, charities must benefit the public. Service Funds and charities are therefore required to prove their public benefit and an example clause for this purpose has been adopted for inclusion within the constitution of Service funds as follows:

> “This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the armed forces of the Crown (or Royal Navy). This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork; skills; confidence; spirit and attitude; and morale. As a result, the fund promotes the efficiency of the armed forces of the Crown by enhancing the Royal Navy’s capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.”

c. **Benevolence Funds.** Benevolence funds (through block grants to other charities or on individual application) assist in alleviating distress or a proven financial need. In each case, eligibility in accordance with the objects of the fund and the beneficiary class is a determining factor.

d. **Amenity Funds.** Amenity funds are not provided to replace that which should be publicly funded, but rather to add that particular value that enhances facilities and recreational activities, thus improving the conditions of service for serving personnel, and where applicable the quality of life of their dependants. When making an application for Amenity Funding the Mixing of Public and Non-Public Funds on the Defence Estates needs to be taken into consideration.

e. **Accountability.** It is important that all expenditure of public funds by departments within the MOD complies with the rules and conventions of parliamentary and public accountability, and that corresponding regularity and propriety is observed by those who have been delegated financial authority.

f. **Scope.** Demonstration will be required on applications for capital spends for facilities that are not scaled items, or will not be adopted as core items, that future maintenance or replacement will be provided for from the organisation's own Non Public Funds and that these costs (the through life costs) have been fully assessed and can be met. Non-Public Funds should not normally be used for scaled items that are provided for from the Service Accommodation Code. This guidance does not preclude requests to upgrade existing facilities already maintained by Public Funds where such improvements would enhance and improve the conditions of service for the personnel serving in the Royal Navy.

3204. Service Funds - Composition and Regulation

a. A Service fund is a fund, comprised of money, stock and other assets, which is not the property of the Crown but which is used for the benefit of Service personnel to promote their well-being and efficiency. Non-Service personnel who contribute to the promotion of military efficiency are also entitled to benefit from such funds. The Crown has no liability whatsoever for any loss of cash, or loss or damage to stock or property, belonging to Service funds. Such funds enjoy charitable status (so long as they are used solely for the benefit of those entitled beneficiaries listed above) and are subject to the regulations of the Charities Act 2011.

b. Service funds are not private; they are official funds and their proper conduct is an integral part of the fabric of discipline and administration of the Royal Navy. Official support may therefore be provided for the maintenance, regulation and auditing of non-public funds. In circumstances where official support cannot be provided, the Commanding Officer may, in fulfilling the duties of Sole Managing Trustee, require the funds to be audited by a professional civilian accountant. The cost of such audits is not admissible as a charge against public funds but is an acceptable charge to the fund being audited.

c. **Non-Publicly Funded Activities.** The Department generally accepts no legal liability for activities of Service personnel assigned responsibility for activities which are wholly funded by non-public funds. A Commanding Officer is therefore to ensure that such activities have the requisite commercial insurance cover set out in single Service regulations.

d. **Managing Trustee.** Commanding Officers are the sole managing trustee of all Service funds existing for the benefit of the personnel under their command and as such they are ultimately responsible for ensuring that:

(1) Each fund confines itself to its activities and expenditure for the purpose for which it was instituted.

(2) The finances are managed to the maximum advantage of the beneficiaries.

(3) The law as laid down in the Trustees Act 2000 is observed as far as investments are concerned. A copy of this Act is at www.legislation.gov.uk/ukpga/2000/29/contents.

e. **Regulations for the Conduct of Service Funds.** Regulations for the conduct of Service funds, together with accounting and audit advice are contained in:

(2) **RM.** AC 60450, Service Fund Regulations and further advice can be sought from NAVY OCGRM-RMSFA (93832 5235).

f. **Duties and Responsibilities.** All those involved in the administration of Service funds are to be fully conversant with their duties and responsibilities, as detailed in BRd 0018, *Management and Accounting Instructions for Service Funds or, for Royal Marines, AC 60450, Service Fund Regulations*.

g. **Guidance to Trustees.** A copy of the Trustees Act 2000 is available at www.legislation.gov.uk/ukpga/2000/29/contents. Advice and guidance are available from the appropriate Charity Commission (see contact details below) on the correct administration of Service funds and their view should be sought whenever a trustee needs to clarify whether a particular activity of a Service fund, or the beneficiaries of that activity, lies within the bounds of the Charities Act 2011. The contact details for the Charity Commissioners are:

(1) **The Charity Commission for Charities in England and Wales:**

(a) Online: www.charity-commission.gov.uk/

(b) By post: Charity Commission
PO Box 211
Bottle
L20 7YX

(c) Tel.: BT 0300 0669197
(Mon – Fri, 0900 - 1700 hrs, except national holidays)

(2) **The Office of the Scottish Charity Regulator:**

(a) Online: www.oscr.org.uk/

(b) Email: info@oscr.org.uk.

(c) By post: Office of the Scottish Charity Regulator (OSCR),
2nd Floor,
Quadrant House,
9 Riverside Drive,
Dundee,
DD1 4NY

(d) Tel.: BT 01382 220 446
(08:30 to 16:30 Mon - Thurs, 08:30 to 16:00 Fridays, except on Bank Holidays).

(3) **The Charity Commissioner for Northern Ireland:**

(a) Online: www.charitycommissionni.org.uk

(b) Email: admin@charitycommissionni.org.uk

(c) By post: Charity Commission for Northern Ireland,
257 Lough Road,
Lurgan,
Craigavon,
BT66 6NQ

Charity Commission for Northern Ireland
Marlborough House
Central Way
Craigavon
BT64 1AD

(d) Tel.: 028 3832 0220 or TextPhone (028 3834 7639)
(Mon - Fri 09:00 to 17:00, except public holidays).

SECTION 3

IN SERVICE PUBLIC FUNDS

3205. Overview

a. The provision of in service public funding is covered in this section (including Commanding Officer's Public Fund (COPF) and Juniors Fund (JF), Rebalancing Lives Fund (RBL) and the Health and Performance Grant (HaP)) these may be used within the guidelines provided to improve military efficiency and the moral component of operational capability. Further information regarding Welfare funding available can be found in BRd 3(1) Chapter 24 and funding for sporting activities can be found in BRd 51 Chapter 24.

b. The Deployed Welfare Package (DWP) is the framework within which MOD provides both its military and eligible civilian personnel with the fullest possible welfare package to safeguard their psychological and physiological wellbeing while on DWP-qualifying operations, set against, and consistent with, the deployment environment and the availability of resources. Further information can be found in JSP 770 Annex B and extant RNTMs.

3206. Commanding Officer's Public Fund (COPF) and Juniors Fund (JF)

a. COPF is an independent funding allocation specifically designed to promote smooth running and efficiency of ship/unit and is entirely separate from other funding streams. All expenditure is subject to scrutiny and Navy Command will seek additional justification when appropriate.

b. JSP 770[1] provides guidance relating to spend of public funding which is only permitted in approved areas. The information below provides authority to Commanding Officers and Unit Budget Managers to administer COPF and JF elements. In case of doubt, COs or their delegated representative should consult Navy Command Liaison before committing public funds - navypeople-pspublicfunding@mod.gov.uk.

c. Routinely, Logistics Officer (LO) / Unit Imprest and Records Officer (UIROs) act as local Budget Manager and are to maintain local records of COPF account. To avoid double accounting, the term Unit Position List (UPL) has been used in lieu of complement, ship or unit. Tenders and sub-accounting units must ensure there is no double accounting when claiming their allocation of COPF and liaise with their parent unit as required.

[1] Tri-Service Operational and Non-Operational Welfare Policy

3207. Eligible Personnel

a. All Service Personnel (SP)[2] may be claimed for under each grant. Army and RAF personnel attached to RN ship/unit/establishment are entitled to be included within COPF calculations provided they are not also being claimed for by their parent Service. In respect of Army personnel, including MPGS, Enhanced COPF (ECOPF) may be claimed at the current rate set out in JSP 770. ECOPF is subject to budgetary constraints and on strict condition that it should be spent primarily on those Army personnel attached to the unit.

b. COPF is allocated at a rate as detailed in JSP 770 per head of complement on 1 April each year; no account is taken of civilian employees. At start of each financial year (FY) and before committing COPF spend, COs are to submit a **claim for their unit (including sub-units) based on UPL as at 1 Apr for that FY using** template at Annex 32A, this will determine COPF Control Total (CT) for the year, noting that the CT is not a target which must be achieved but a spend limit which must not be exceeded.

3208. Property Book

a. All non-consumable items purchased using COPF are deemed as public property and are to be recorded in a locally produced property book. This book is to be maintained by an officer appointed by the CO and is to include a record of physical checks carried out. A loan card is to be raised for each item and signed by the individual who is charged as having custody of the item. Loan cards are to be cross referenced with the entry in the property book and retained by the appointed officer. An independent check of property is to be conducted during FLI in line with local material accounting regulations and should include:

(1) Asset verification.

(2) Impairment review.

(3) Formal reporting of discrepancies back to the CO, including relevant Service Police report as necessary.

[2] Service Personnel includes Regular, FTRS, Reservists, Recruits and MPGS.

b. COs are authorised at their discretion, to incur expenditure from COPF for the benefit of SP within the workplace with the aim of promoting the smooth running and efficiency of their units. In doing so they must endeavour to spend COPF in such a way as to benefit the greatest number of SP. The following table provides examples of admissible COPF expenditure and whilst not exhaustive it acts as a guide and allow COs flexibility in the way they utilise the fund. Expenditure must remain within the spirit of improving the quality of life or retention-positive for SP. Examples of recent COPF spend includes, but is not limited to, CO's awards / prizes, BBQs and associated equipment, lanyards, T-Shirts and caps to denote ship / unit cohesion, white goods (incl. TVs) for communal areas and costs in support of team-building events. The cost of maintenance and replacement of articles purchased from COPF is to be met by the Fund. All activities must comply with financial regularity and propriety and any spend against COPF must not be used to circumvent rules set down for other activities. Rules relating to Commemorative Events and Official Hospitality are contained in JSP 462[3]. COPF may not be used to increase public funding for activities for which there are prescribed limits in accordance with primary policy, i.e. maximum per capita limits for Winter Sports travel.

Activities/Legitimate expenditure	Remarks
Subsidising unit events where the overall effect is to achieve unit cohesion.	**Not** to include Seasonal Festivities such as Christmas parties / lunches, alcohol, decorations, Christmas trees, carol concerts, etc. **Not** to be used for purchasing food/meals. **Not** to be used for hiring venues for conferences / seminars.
White goods for shared/communal areas; microwaves, ovens, kettles, fridges, televisions, radios for communal use, etc.	All items purchased are to be accounted for in property book. Not to be used for purchase of IT as all NC IT equipment is procured using Navy IW process and is not applicable to COPF funding stream.
TV licences for televisions in communal areas where the equipment has been purchased by public funds.	Not for individually owned equipment (for which owner is responsible) or for TVs purchased by non-public funds; not to be used for TV / entertainment packages, i.e. SKY TV in commercial / retail establishments.
Prizes for official unit events or for SP who contribute in a marked way to the efficiency of their ship/unit.	Modest, non-cash awards/prizes (under £50 per person per year) not related to work-related services performed by SP as part of their employment duties.
Transport costs such as the hire of a mini bus for officially organised MOD/Navy sporting events[4] where a group of individuals travel together.	Funding must not exceed maximum allowable publicly funded contribution for sport travel. Not for individual refunds for travel expenses. Not to be used for travel to events where attendance is the result of tickets being subsidised, donated or gifted by external organisations. Not to be used for travel to social events.
Pictures and plants for communal areas.	Not to be used for gifts or individual office/accommodation areas.
Wreaths[5] and flowers	COPF is not to be used for the purchase of wreaths or flowers in the case of bereavement.

[3] Financial Management and Charging Policy Manual.
[4] For transport to charity events refer to JSP 800 Vol 5
[5] See also BRd 2 – article 9527

c. The COPF is specifically **not** to be used for:

(1) Increasing the benefits or personal entitlements of any person.

(2) Procuring supplies or Services for which financial approval has previously been refused on grounds of policy.

(3) Services which might create a continuing liability to Public Funds.

(4) Defraying entertainment costs.

(5) Defraying costs in publishing unit magazines.

(6) Defraying costs for business cards and/or headed stationery.

(7) Purchase of wreaths.

(8) Purchase of Christmas cards (incl. on-line) or to cover postage costs.

(9) Increasing or contributing to non-public accounts or charities.

(10) The provision of alcohol in any form.

(11) Support to civilians.

(12) Recognition of services performed as part of an individual's employment duty.

(13) Cost of engraving of Ship's Bell following baptism.

3209. Purchase of Vouchers

a. In 2016 HMRC introduced a £50 tax exemption limit for trivial benefits. If purchasing vouchers using COPF strict adherence to HMRC rules is required to ensure neither the recipient nor MOD(RN) incurs additional tax liability. There are several conditions[6] which must first be satisfied before a benefit can be classed as a trivial benefit:

b. The cost of providing the benefit (per employee) does not exceed £50 per year.

(1) The benefit is not cash or a cash voucher[7].

(2) The benefit is not part of any contractual arrangement.

(3) The benefit is not provided in recognition of services[8] performed by the employee as part of their employment duties.

[6] hmrc-internal-manuals/employment-income-manual/eim21864 (www)
[7] hmrc-internal-manuals/employment-income-manual/eim21866 (www)
[8] hmrc-internal-manuals/employment-income-manual/eim21868 (www)

c. If any of these conditions is not satisfied, the benefit is taxed in the normal way and must not be purchased using COPF. Other voucher award schemes operated by the MOD which reward individuals for services as part of their employment duties (i.e. The Thank You scheme for Civil Servants) have bespoke PAYE Settlement Agreements (PSA) to settle Tax and NI issues. It is not viable, nor practicable to establish PSA specifically for COPF.

3210. Accounting Procedures

On receipt of COPF Claim (Annex 32A) Navy Command will formally allocate COPF Control Total for the FY to individual ship/unit. Prior to any COPF purchase the Application Form at Annex 32B must be completed, authorised by the local Budget Manager and **signed personally by the CO**. The original approved Application Form is an accountable document and **retained locally** as part of the Imprest (Cash) Account. It is recommended that all applications are received by the end of March to ensure allocation, approval and spend.

3211. Purchasing

a. Where possible the procurement strategy for the purchase of items from the CO Fund should be through existing contracts using the Contracting, Purchasing and Finance (CP&F) system. This ensures that all procurement business is contracted electronically. All contracts on CP&F have been tendered with commercial terms that enable electronic trading, further information can be pound in JSP895[9]. When using CP&F the Unit Identification Number (UIN) and Resource Accounting Code (RAC) for COPF expenditure are **N6029C** and **NJA002** accordingly**.** This information is added at the check-out stage along with the delivery location and will override any existing requisition accounting information. Please note there are many suppliers on CP&F and purchases are not limited to the 2 suppliers listed below.

b. Where items cannot be procured from CP&F, COPF Expenditure is to be met from the Unit cash account against **UIN N6029C** and **RAC NJA002**. Units without a Cash Office should **liaise early** with their closest UPO/Regional Support Unit/Tenders (with Cash account) or preferred Cash Office to seek funds and assistance/Open Voucher. Use of non-N6029C-specific ePC for COPF spend is not authorised as it will result in cost falling to the wrong vote and circumvent audit and spend controls. Recovery action will be taken against any ship/unit which uses incorrect UIN, knowingly exceeds allocated COPF Control Total or uses incorrect ePC for COPF purchases. To assist ships/units with significant UPL (iro 500+)[10] UPO / (U)IROs may apply for UIN / RAC-specific ePC via COPF Liaison; ePC will be issued and managed by Navy Finance (NCHQ).

c. All COPF expenditure is to be reported by e-mail from individual ship / unit as and when spend occurs to NAVYPEOPLE-HQCSCOE@mod.gov.uk using format at Annex 32C; Tenders / RTCs and remote units must include location of Cash Office used to process COPF payment as requested. For non-consumable items the application form should be cross referred to the relevant item in the Property Book.

[9] MOD Simplified Purchasing and Payment Process Manual (https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP895.aspx)
[10] Esp. QNLZ, PoW, Naval Bases, New Entry and Training Establishments.

d. Without a CP&F account there are 2 main suppliers who may be relevant to CO Fund spend:

(1) CDS – This is a Print and Print Management contract offering services listed below. If you are interested in any of these products please e-mail mark.girling@cds.co.uk who is MOD POC for further information, catalogue link and quoting. Upon receipt of quote email any CP&F trained person can raise order on your behalf. Typical products and services include, but are not limited to:

(a) Promotional Items (Printed pens, mugs, T- shirts, lanyards, etc)

(b) Booklets

(c) Media Duplication (CD / DVD)

(d) Brochures & Leaflets

(e) Signage (Internal and External)

(f) Posters

(g) Maps

(h) Printed & Embossed Binders

(i) Exhibition Stands (Pop Up Stands, Pull Up Banners)

(j) Printed Gazebos

(k) Printed Folders & Tab Dividers

(l) Basic Design Services

(2) Newitts[11] who supply sports equipment. If there are any items you are interested in email support@newitts.zendesk.com request a quote then forward to any CP&F trained person who can raise order on your behalf.

e. To ensure goods and services are paid for in the Financial Year (FY) in which they are received Navy Command Liaison, navypeople-pspublicfunding@mod.gov.uk, must be informed of any goods received which are likely to remain unpaid or outstanding as at 31 Mar of each FY, with auditable evidence of receipt of goods. People Support will liaise with Navy Finance to ensure these amounts are included in accruals process and any transactions not accrued before 31 Mar will be charged against the ship/unit's FY allocation. Unspent COPF balance is not carried forward to the next FY.

[11] https://www.modsport.co.uk/ Newitts (Mod Sport) (www)

3212. Junior's Fund

a. The Junior's Fund is allocated at a rate detailed in JSP770 per Junior. This public fund grant is made to establishments in which new entrants under the age of 17½ undergo parts I, II and III training to meet miscellaneous expenses for the benefit of those new entrants. The Juniors Fund account is to be maintained by the Imprest Holder. The Fund is administered by the CO who is to regulate the purchase of articles and ensure financial propriety and regularity.

b. Grants for the Juniors Fund are restricted to:

(1) RN Juniors undergoing training in part I, II and III training establishments and are under the age of 17½ years.

(2) RM Juniors undergoing training and under the age of 17½ years. RM Musicians and Buglers under the age of 17½ years.

c. Guidance on the types of expenditure appropriate to this Fund is given below:

(1) **Recreation.** Sports gear; transport; sports prizes; engraving; printing of sports programmes; indoor games; entertainment including stage shows, etc. and maintenance of musical instruments.

(2) **Church Expenses.** Choir and services outings. Confirmation teas and transport.

(3) **Miscellaneous.** Fittings for mess, school, information and model rooms; handicraft equipment; books, periodicals, and newspapers, etc.

(4) **Prizes.** Prizes for final examinations, other than books, may be charged to the Juniors Fund. Prizes charged to the Juniors Fund are to be accounted for separately in the monthly Cash Account.

3213. Accounting Procedures

a. Transactions in the Juniors Fund account is to be reflected in the Imprest Holder's monthly Cash Account. Payments from the Fund are to be made against UIN N6029C and RAC NJA002 and supported by a voucher (MOD form 891) approved by the CO for the total payment made in each month. Articles of a permanent nature are to be taken on charge in the Unit's property book, the Imprest Holder certifying on each relevant voucher that this has been done. Consumable articles such as sports gear may be issued direct to the department concerned without being taken on charge.

b. Any unspent balance of the Juniors Fund annual allocation is not carried over to the next financial year.

c. Further information and the application process questions may be submitted to: navypeople-pspublicfunding@mod.gov.uk.

3214. Rebalancing Lives Fund

a. The Rebalancing Lives (RBL) Fund is generated from Public Money and aims to help improve the work-life balance of RN/RM personnel by providing financial assistance to projects and activities that deliver RBL benefit to combat disruption, uncertainty, drudgery and boredom, wasteful working and an unreasonable pace or weight of work.

b. The RBL Fund has an annual budget controlled and managed by SO2 RBL AFC Projects, with input provided by the Senior Warrant Officers when required, to assist with small one-off projects or equipment to help improve the lived experience, ways of working and improve morale for RN/RM and deployed RFA personnel. Funds are allocated to two distinct areas:

(1) RBL initiatives such as better essential equipment or facilities that would not normally be funded by other in-Service means. **This fund is for the collective benefit of our SP and not for the benefit of 'Individuals'.**

(2) Command, Leadership, Management (CLM) and Team Building initiatives or activities (excluding food and drink). This is aimed at non-instructor or coach-led activity that gets personnel away from their regular environment in order to improve cohesion and togetherness. This fund does not support T&S, professional development, sport, Adventurous Training activities and related equipment[12] which may be supported through other funding options.

3215. Criteria for RBL Grants

a. Funding may be allocated to appropriate small-scale projects that have been assessed and satisfy the following criteria:

(1) Linked to an initiative to improve work-life balance by saving work time; the secondary effect being increased recreation or down time.

(2) Must not be a past failed contender for non-public funds unless due to the size of claim.

(3) Should not be for initial infrastructure that would normally be provided through contract provision.

(4) Must benefit a reasonable number of people and/or improve the lived experience of personnel.

(5) Must identify (although not necessarily cover) through life costs.

(6) Must comply with the principles of 'Regularity and Propriety', including value for money, affordability and contribution to the objectives set out in the Business Plan.

[12] Funding for sport activities may be best supported through - Royal Navy funding for sport activities RNTM. AT via Royal Navy AT | Defence Connect (https://jive.defencegateway.mod.uk/groups/royal-navy-at)

3216. Applications Procedure

a. Whilst funds are allocated on a first request basis, all allocations are scrutinised to ensure that the budget is being spent equitably across the Royal Navy and deployed RFA units, and as many personnel and units as possible benefit. Additional funding may be available through local welfare funds, the RNRMC and the Deployed Welfare Grant.

b. Applications for funding (all costing must be inclusive of VAT) should be submitted to NavyPeople-PSRBLapplications@mod.gov.uk using Annex 32D. Particular attention should be paid to Section D (Personal/Unit/Mess contribution towards the event/project).

3217. Health and Performance Grant (HaP Grant)

a. The HaP Grant aims to help improve the health and performance of RN/RM personnel by providing financial assistance to initiatives led by Unit Health Committees (UHC). HaP initiatives are defined as equipment, services or facilities that are not supported through alternative funding streams, with the aim of 'Optimising Health and Elevating Performance' of the unit in at least one of the following priority areas: Addictions, Women's Health, Healthier Weight, Mental Fitness, Musculoskeletal Injury Prevention, and Relationships & Sexual Health. This fund is for the collective benefit of our SP and not for the benefit of Individuals.

b. Applications for funding (all costing must be inclusive of VAT) are to be sent to NAVY PEOPLE-PS H&W GROUP (MULTIUSER) NAVYPEOPLE-PSHWGROUP@mod.gov.uk using the HaPF Application Form at Annex 32E.

3218. Criteria for HaP Grants

a. Funding may be allocated to appropriate and worthy initiatives that have been assessed by the HaP Team and satisfy the following criteria:

(1) Must be an initiative led by the UHC.

(2) Must not be for initial infrastructure that would normally be provided through contract provision.

(3) Must target HaP improvement of a group rather than individuals.

(4) When a product is purchased commercially, the unit acquiring the product is responsible for conducting thorough risk assessments, ensuring proper upkeep, and managing through-life costs.

(5) Must be measurable in order to evaluate impact upon SP HaP improvement. The UHC must use feedback form (Annex 32F) to consider how to evaluate the initiative and to provide this feedback to the HaP Team within three months of receiving funds.

3219. Applications Procedure

a. Whilst funds are allocated on a first come first served basis, all allocations are reviewed to ensure that the budget is being spent fairly across the RN. Additional funding may be available through charities and the Operational Welfare Grant. Applicants will receive an email response to clarify if successful or unsuccessful. If successful, an agreed allocation amount will be confirmed. In some instances, further information may be required in order for a decision to be made.

b. Applications for funding (all costing must be inclusive of VAT) are to be sent to NAVY PEOPLE-PS H&W GROUP (MULTIUSER) NAVY PEOPLE-SHWGROUP@mod.gov.ukusing the HaPF Application Form (Annex 32E). Funding must be claimed and spent within 30 days of approval.

SECTION 4

ROYAL NAVY AND ROYAL MARINES CHARITY (RNRMC)

(Registered Charity No: 1117794 and SC041898).

3220. Overview

The Royal Navy and Royal Marines Charity (RNRMC) is the Navy Board's single focus for Naval charities, co-operating as closely as possible with the RN's oldest charity, Greenwich Hospital, which was established as a Crown Charity by Royal Charter in 1694. The RNRMC is a fully independent charity and, following its formation, Greenwich Hospital has increasingly channelled its support to naval charity through the RNRMC. The RNRMC has three strategic objectives:

a. to increase the amount of money available to all their beneficiaries;

b. to increase the proportion available for benevolence; and;

c. to achieve a single focus for Naval charity.

3221. Generating Funds

a. The RNRMC's funds generate income to meet current needs from their own investments. As the RNRMC further develops its policies to meet the wider strategic environment, it needs to enhance its income in order to improve the assistance that may be provided. As such, all RN units are encouraged to place the RNRMC, as the Navy Board's preferred fundraising charity, at the forefront of their own charitable and fund raising efforts. The Navy Board in June 2009 directed that the RNRMC be established as the prime beneficiary for all fund raising events that utilise naval assets. This was not designed to prevent ships' companies from undertaking the enormous range of activities of charitable work, which does so much to add lustre to the reputation of the Royal Navy. The aim is to help focus attention on the Royal Navy's own charity and in dealing with requests from major charities, it will ensure that non naval charities, who may make considerable sums of money by using RN assets, follow the rules and be invited to make a donation to the RNRMC from the profits that are made from any event.

b. The RNRMC is the receiving charity for funds generated from the RN's Charity Payroll Giving Scheme (see Section 9).

c. In practical terms of meeting the Navy Board's remit that the RNRMC should benefit when other charities undertake fundraising activities using naval resources. The Navy Board suggested that other non-naval charities are invited to donate 15% of the clear profits to the RNRMC. Further advice is available from the point of contact for this chapter.

3222. Objectives

The objectives of the RNRMC are described as such charitable purposes as the Trustees shall from time to time think fit, including but not limited to:

a. The relief in need, hardship or distress of beneficiaries and their families and dependants;

b. The assistance with, provision of or contribution to the education, and training of children of Beneficiaries; and

c. The promotion of efficiency of the Royal Navy and the Auxiliaries by way of the enhancement of morale, the improvement of recruitment and retention, and the further relief and encouragement, of personnel who are serving in the Royal Navy or the Auxiliaries.

d. In summary, the RNRMC provides funds both to improve the quality of life of serving sailors and marines but is also the single biggest source of funds for charities that provide a whole range of through-life care to its beneficiaries.

3223. Beneficiaries

All personnel who are, or have served in the Royal Navy, the Royal Marines, the Women's Royal Naval Service, the Queen Alexandra's Royal Naval Nursing Service, Naval Reserve Forces or Auxiliaries and their dependants.

3224. Charities and Subsidiary Funds within the RNRMC

a. Naval Service Amenity Fund (see Para 3226).

b. Naval Service Prizes and Award Fund (see Para 3227).

c. Naval Service Sports Charity (see Para 3228).

d. Naval Service Dependants' Fund (see Para 3229).

e. Fleet Air Arm Benevolent Trust (see Para 3230).

f. Sir Donald Gosling Maritime Reserve Amenity Fund (see Para 3231).

g. Naval Service Benevolence Fund (see Para 3232).

h. Queen Alexandra's Royal Naval Nursing Service Trust Fund (see Para 3233).

i. Plymouth Royal Naval Aid Fund (see Para 3234).

j. Naval Medical Compassionate Fund (see Para 3235).

k. Royal Naval Benevolent Society for Officers (RNBSO) (see Para 3236).

3225. RNRMC Contact Details

The Royal Navy and Royal Marines Charity
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
Hampshire
PO2 8ER

Phone: General: BT 02393 871520
Head of Grants: BT 02392 548 093
Grants Administrator: BT 02392 548 191
RNRMC Payroll Giving Scheme: BT 02392 548 417
Events/Fundraising: BT 02392 548 155

Email: theteam@rnrmc.org.uk
Website: www.rnrmc.org.uk

SECTION 5

RNRMC - MILITARY EFFICIENCY FUNDS

3226. Naval Service Amenity Fund (NSAF)

a. **Objectives.** The objective of the NSAF is to promote efficiency of the Royal Navy by:

(1) The provision, support and improvement of facilities and activities for the recreation and amenity of Royal Navy personnel and their dependants;

(2) The provision of financial assistance for travel and associated accommodation and subsistence expenses to:

(a) Royal Navy personnel on deployment and connected persons.

(b) Royal Navy personnel recruited from Foreign and Commonwealth counties.

(c) Connected persons (Naval Service Assisted Passage Scheme).

(3) The provision, maintenance and support for any church, chapel or other place of worship or any religious activity for the benefit of Royal Navy personnel and their dependants;

(4) The provision and support of recreational activities, patient comforts and amenity facilities, for those Royal Navy personnel under medical care.

b. **Beneficiaries.** Personnel who are serving in the Royal Navy or Auxiliaries and their dependants.

c. **Provision.** The following are among those requests that can be supported by the NSAF.

(1) Audio Visual Equipment.

(2) Recreational and entertainment items and facilities.

(3) Mess Refurbishment or Enhancements.

(4) Naval Service Assisted Passage Scheme (Loans) (See Annex 32G).

(5) Ships' Commissioning and De-commissioning Ceremonies.

(6) Personnel De-compression Events, homecomings, Families Days and Team Building Events.

Note. *Minibuses are normally provided with funding from the Nuffield Trust.*

d. **Grants.** The amount of money available for grants is dependent upon the fund's investments and donations provided by SABS, therefore, there is the possibility that some worthwhile projects may not be able to be supported. Further guidance and application forms are available from the RNRMC Grants Administrator (see Para 3225 for contact details)

3227. Naval Service Prizes and Award Fund (NSPAF)

a. **Objectives.** To promote the efficiency of the Royal Navy and Auxiliaries by the provision of prizes and awards to Royal Navy or Auxiliaries personnel:

(1) Who show marked efficiency in their duties.

(2) Who distinguish themselves in examinations or as students on courses.

(3) For innovation, useful research, suggestions or inventions which improve the efficiency of the Royal Navy or Auxiliaries.

(4) For other purposes as agreed by the trustee from time to time.

b. **Beneficiaries.** Personnel who are serving in the Royal Navy and Auxiliaries.

c. **Contact Details.** For an Application Form and further details contact the RNRMC Grants Administrator (contact details at Para 3225).

3228. Naval Service Sports Charity (NSSC)

a. **Objectives.** The Charity, which is a subsidiary charity of the RNRMC and a company in its own right, promotes efficiency in the Royal Navy by supporting and encouraging participation in sport and adventure training.

b. **Roles.** Its main roles are to:

(1) Champion sport within the RNRMC cluster of charities to ensure that investment income, charitable donations and individual voluntary contributions are used for the benefit of sport and, where possible, increased.

(2) Provide the running costs of the 39 Sports Associations and support to teams, elite athletes and any individual partaking of sport either by direct grants or through the Commands.

(3) Own and manage projects that support sport in the Royal Navy, such as the Temeraire sports accommodation.

c. **Beneficiaries.** Royal Navy personnel.

d. **Funding.** The charity is able to support a proportion of its objectives from the income derived from its investments, the RNRMC and the RN and RM Sports Lottery. Further information about the RN and RM Sports lottery can be found on the RN Intranet (Community, Sports and Social, Sports Lottery).

e. **Contact Details:** For further details and grant application enquiries contact Mr Norman Jackson (RN Sports Grants Manager) via email (Nssc-cs@sky.com) or telephone 023 9259 3790.

3229. Naval Service Dependants' Fund (NSDF)

The NSDF provides immediate relief by way of a grant of £12,000 to the named beneficiary or next of kin on notification of death. The grant is paid out in all circumstances and is not means tested. Approximately 32 payments are made each year. The fund receives no direct contribution from the serving population and is funded by the RNRMC from the RNRMC payroll giving scheme and SABS. For more information on the Naval Service Dependants' Fund, please contact the RNRMC Head of Grants (see Para 3225 for contact details).

3230. Fleet Air Arm Benevolent Trust (FAABT)

The FAABT provides financial support to those serving members of the Royal Navy killed or injured in an aircraft accident or who have need of assistance on an ongoing basis. The benefits include, financial grant made to surviving spouses, civil partners and children and, if required, assistance is given to beneficiaries on an ongoing basis. The level of grant is decided by the Trustees according to the individual circumstances. For more information on the Fleet Air Arm Benevolent Trust, please contact the RNRMC Head of Grants (see Para 3225).

3231. Sir Donald Gosling Maritime Reserve Amenity Fund (DGMRF)

The DGMRF is part of the group forming the Royal Navy and Royal Marines Charity, and it focuses on amenities grants for reservists serving in the Royal Naval Reserve and the Royal Marines Reserve and their dependants. Further information can be obtained from the RNRMC Grants Administrator (see Para 3225 for contact details).

SECTION 6

RNRMC - BENEVOLENCE FUNDS

3232. Naval Service Benevolence Fund (NSBF)

a. **Objectives.** The relief of beneficiaries and their dependants who are in need by virtue of financial hardship, sickness, disability or the effects of old age though the provision of grants, loans, gifts, pensions or otherwise. The NSBF dispenses funds in two ways:

(1) To other Naval charities who rely on grants for large elements of their income such as the Royal Naval Benevolent Trust, the Royal Navy and Royal Marines Children's Fund and the WRNS Benevolent Trust.

(2) To individuals who need assistance.

b. **Beneficiaries.** Personnel who are, or have served in the Royal Navy, the Auxiliaries or the Women's Royal Naval Service, the Queen Alexandra's Royal Naval Nursing Service, Naval Reserve Forces (who are serving on full time engagements) or Auxiliaries and their dependants. Help is in the form of relief of hardship following assessment of need. It is the Trustees aim to increase the proportion of funding available for supporting Benevolence.

c. **Contact Details.** In the first instance, all applications for assistance should be directed to the relevant organisation, e.g. the Royal Navy Royal Marines Welfare (RNRMW) for serving personnel or alternatively the RNRMCF, and both serving and veterans can apply to the RNBT, RNRMCF, RNOC, WRNS BT, QARNNS Trust Fund, RBL or SSAFA organisations. . However, the RNRMC will consider direct assistance if individuals (as defined in sub para b, above) fall outside the objects of the other Service charities or their need is greater than other charities are able to fund. For further information contact: the RNRMC Head of Grants (see Para 3225 for contact details).

3233. Queen Alexandra's Royal Naval Nursing Service (QARNNS) Trust Fund

a. The QARNNS Trust Fund operates for the benefit of serving and past members of the QARNNS, including QARNNS(R) and Voluntary Aid Detachment (VADs). The Fund does this by:

(1) Helping to relieve the hardship of QARNNS personnel (both ex and serving). Applications are usually made via a charity such as SSAFA, however applications are sometimes made directly to the fund.

(2) The improvement of the efficiency of the QARNNS, through various means, including the funding of the QARNNS Symposium, the Rosebowl Tennis tournament and the QARNNS Remembrance Service, amongst other events. Other grants include an annual contribution to the QARNNS Associations and various sports events involving QARNNS.

b. For further information contact: the RNRMC Grants Administrator (see Para 3225 for contact details).

3234. Plymouth Royal Naval Aid Fund (PRNAF)

a. **Background.** The PRNAF was established to support those serving in the Plymouth Naval Command, the western family services area or in ships that have Plymouth as their base port. The Fund provides relief for any of the following persons who are in conditions of need, hardship or distress.

b. **Beneficiaries.** All serving members of the Royal Navy, Women's Royal Naval Service and Queen Alexandra's Royal Naval Nursing Service and Royal Marines, their spouses, families and legally dependant relatives, or the next-of-kin of any such person so as to provide temporary assistance upon their death. The Fund will also support the spouses, families and legally dependant relatives or next of kin who live in the specified area irrespective of where the member is serving.

c. **Contact Details.** For further information and grant enquires contact Mr Owen Shard either by:

Phone: 01752 555 277
Email: shreado@a.dii.mod.uk.

3235. Naval Medical Compassionate Fund (NMCF)

The NMCF grants financial relief to any orphan, surviving spouse or civil partner of Naval medical officers who were subscribers to the fund. Further details can be obtained from:

The Secretary
Naval Medical Compassionate Fund
Navy Command Headquarters
First Floor
Leach Building
Whale Island
Portsmouth
PO2 8BY

Email: NAVY HEALTHCARE-COS@mod.gov.uk

3236. Royal Naval Benevolent Society for Officers (RNBSO)

(Registered Charity No: 207405)

a. **Background.** The charity is also known by its working title of the RN Officers' Charity. The principal aim of the Society is to provide financial relief to serving and retired officers of the Royal Navy (RN, RM and QARNNS) and their Reserves, their spouses, former spouses and dependants who are financial distress. Beneficiaries also include former and serving officers on the Reserve Lists, as well as former officers of the Women's Royal Naval Service.

b. **Grants.** The Charity generates income from its own investments, receives further funds from donations and legacies and can apply for a block grant from the RNRMC. All the grants awarded are based on the principle of need and trustees will consider grants for the following:

(1) Six monthly grants to top up low incomes.

(2) Assistance with a shortfall in care home fees.

(3) Alterations to homes for the disabled.

(4) Maintenance and redecoration of properties.

(5) Purchase of disability aids and electrically propelled vehicles.

(6) Re-training costs to gain employment.

(7) Scholarships to help children remain in private education under exceptional circumstances.

c. **Beneficiaries.** All serving and retired officers of the Royal Navy and Royal Marines, Queen Alexandra's Royal Naval Nursing Service, Woman's Royal Naval Service, their respective Reserves, spouses, former spouses and dependants.

d. **Contact Details.** For further information contact:

The Secretary
The Royal Navy Officer's Charity
70 Porchester Terrace
Bayswater
London
W2 3TP

Phone: BT 0207 402 5231
e-mail: rnoc@arno.org.uk

SECTION 7

ROYAL NAVY BENEVOLENT ORGANISATIONS

3237. Introduction

Many charities and benevolent organisations offer advice, help and financial assistance to serving and former Royal Navy people and their dependants who may be in need. These organisations help different sections of the Royal Navy community and have their own criteria for determining whether assistance is given. All base their decisions on the principle of relieving "need" whether that need is by virtue of financial hardship, injury, sickness or the effects of old age. The benevolent funds listed in this section award a large number of grants annually to needy serving and former Royal Navy personnel, and their dependants. They rely on legacies and donations for this support. Serving personnel can help by subscribing to the RNRMC Payroll Giving Scheme (see Section 9).

3238. Royal Naval Benevolent Trust (RNBT)

Registered Charity No: 206243

a. **Background.** The RNBT was established in 1922 to give help, in cases of need, to those who are serving or have served as ratings in the Royal Navy or as other ranks in the Royal Marines and their dependants. The RNBT receives income from its own investments, donations and legacies, a proportion of the funding from the RNRMC Payroll Giving Scheme (see Section 9) and block grants from the RNRMC (NSBF) and Seafarers UK (see Para 3278). Assistance from the RNBT can be given in the following ways:

(1) Grants to assist with a wide range of individual needs.

(2) Regular payments to supplement the income of older people (annuities).

(3) Grants to other organisations which assist the RNBT Family.

(4) Care of older people at Pembroke House, the RNBT's own care and nursing homes at Gillingham, Kent and Southsea, Hampshire.

(5) Advice on welfare matters.

b. **Contact Details.** For further information contact:

The Royal Naval Benevolent Trust
Castaway House
311 Twyford Avenue
Portsmouth
PO2 8RN

Phone: BT 02392 690 112
Email: rnbt@rnbt.org.uk
Website: www.rnbt.org.uk

3239. Royal Navy and Royal Marines Children's Fund (RNRMCF)

(Registered Charity No: 1075015)

a. **Background.** The RN and RM Children's Fund is the premier charity for providing charitable help to the sons and daughters (under the age of 25) of serving and ex-serving personnel of the Royal Navy, the Royal Marines, The Queen Alexandra Royal Naval Nursing Service, the former Women's Royal Naval Service, and the reserves of those forces who are in need, hardship or distress. The RNRMCF receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (See Section 9) in addition to a block grant from the RNRMC (NSBF, see Para 3232) to administer grants on their behalf.

b. **Objectives.** Support can be in the form of one off payments or long term support and care and includes:

(1) Special needs education.

(2) Special needs equipment.

(3) Support for the young people in their own homes.

(4) Support for the young people at times of crisis.

c. **Contact Details.** Applications for funds are kept as simple as possible and those seeking assistance can contact the office direct for an application. All enquiries and applications are completely confidential. All applications are based on the principle of "need"/"relief in need". For further information contact:

Naval Children's Charity
311 Twyford Avenue
Stamshaw
Portsmouth
PO2 8RN

Phone: BT 02392 639 534
Email: rnchildren@btconnect.com
Website: www.rnrmchildrensfund.org.uk

3240. Women's Royal Naval Service Benevolent Trust (WRNSBT)

(Registered Charity No 206529)

a. **Background.** All officers and ratings (and their dependants), who served in the Women's Royal Naval Service between 1 September 1939 and 1 November 1993 (including those who are still serving and transferred to the Royal Navy in November 1993). The WRNS BT receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (see Section 9) in addition to a block grant from the RNRMC (NSBF, see Para 3232) to administer grants on their behalf.

b. **Objectives.** The primary objectives of the Trust are to provide relief in cases of necessity or distress among members of the Trust and their dependants, to make provision in suitable cases for assistance in training, to make contributions to other suitable charities to enable them to carry out their respective objects for the benefit of the Trust's members, and to do anything ancillary to any of the above objects. This assistance is varied and includes:

(1) Grants to help with arrears or debts, removal or travel cost, convalescence care, education, household goods and repairs, medical aids, medical fees and in some cases funerals.

(2) Annuities for members of state pensionable age living on a low income.

(3) Regular Grants to help those on low incomes.

c. **Contact Details.** For further information contact:

The WRNS BT office
C/O The Royal Navy and Royal Marines Charity
Building 37
HMS Excellent
Whale island
Portsmouth
PO2 8ER

Phone: 0239387 1520
Email: generalsecretary@wrnsbt.org.uk
or
grantsadmin@wrnsbt.org.uk
Website: www.wrnsbt.org.uk

3241. Royal Naval Reserve (V) Benevolent Fund (RNR(V))

(Registered Charity No: 266380)

a. **Objectives.** The primary objects of the RNR(V) are to provide financial assistance to serving or retired ratings of the Naval Reserves in cases of hardship. The charitable objectives are the relief of persons who are in conditions of need hardship or distress (of the classes and in order of priority as in clause 3 a-f of scheme) by making grants of money or providing or paying for items services or facilities calculated to reduce hardship or distress. In addition, the committee of management, with the approval of the board of governors, may award grants for any charitable purpose for the benefit of non-commissioned personnel of the Royal Naval Reserve.

b. **Contact Details.** For further information contact:

Cdr JMD Curties RD DL RNR
The Cottage
Llantrithyd Road
St Hilary
Cowbridge
Vale of Glamorgan
CF71 7DP

Phone: BT 01446 771108

SECTION 8

ROYAL MARINES CHARITIES

3242. Royal Marines Charitable Trust Fund (RMCTF)

(Registered Charity No 1134205)

a. In addition to the Royal Navy charities listed in previous sections, the Royal Marines have access to the Royal Marines Charitable Trust Fund (RMCTF), the overarching Royal Marines charity. The RMCTF provides advice and support to serving, reservist and retired Royal Marines, and their dependants as well as supporting the military efficiency and esprit de corps.

b. The RMCTF funds include:

(1) The restricted funds of

(a) The Royal Marine Benevolent Fund (Registered Charity No: 1134205-1).

(b) The Royal Marines Cadet Fund.

(2) Three designated funds supporting prizes and awards, sports and practical support to the Royal Marines Band Service (which cannot be provided from public funds, e.g. the commissioning of music, non-standard instruments, etc.).

(3) Three Restricted Subscription Funds into which serving Royal Marines pay one day's pay per annum; the Royal Marines Officer's Trust Fund; the Central Sergeants' Mess Fund; the Central Unit Institute Fund. These funds focus on quality of life issues for serving Royal Marines and are, in effect, a simple form of payroll giving.

c. The RMCTF's mission is:

(1) Recovery Pathway (helping the wounded and seriously injured).

(2) Decompression and Quality of life Pathway (helping those still serving).

(3) Through Life Pathway (support after leaving the Service).

d. The assistance provided by the RMCTF includes:

(1) Grants to individuals.

(2) Grants to organisations.

(3) Other finance, as deemed necessary.

e. Contact details:

Royal Marines Charitable Trust Fund
Building 32
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Tel: BT 0239 254 8093
Email: anne.carr@rnrmc.org.uk
Website: www.rmctf.org.uk

3243. The C Group Supporting the RMs (C Group)

(Registered Charity No: 1134205-2).

The prime purpose of the C Group is to raise awareness and generate practical support throughout the business community for Royal Marines particularly those who are suffering the long-term effects of injuries sustained on operations. In addition, the C Group offers coaching and mentoring support for those who are moving to new careers as a result of their injuries

3244. Royal Marine Association (RMA)

(Registered Charity No: 206003)

a. The purpose of the RMA is to maintain and promote 'esprit de corps' and comradeship amongst all Royal Marines, to keep them in touch with one another, and with the activities of the serving Corps. The RMA produces the Corps journal, the “Globe and Laurel”, which is published every 2 months and donates any profits to the RMCTF.

b. Contact details:

Royal Marines Association Central Office
Building 32,
HMS Excellent,
Whale Island,
Portsmouth,
Hampshire
PO2 8ER

Tel BT: 02392 651 519

SECTION 9

NON PUBLIC AMENITIES GRANTS

3245. Nuffield Trust for the Forces of the Crown

(Registered Charity No: 210829)

a. **Background.** The Nuffield Trust for the Forces of the Crown (NT) was inaugurated in 1939 by the late Colonel The Right Honourable the Viscount Nuffield CBE CH FRCS.

b. **Objectives.** The aim is to promote the welfare and efficiency of the Forces of the Crown either by the provision of facilities for recreation or by any other means for serving personnel. It achieves its objective by financing recreational and welfare amenities and facilities that will benefit those actually serving in the Armed Forces, but which are not provided by public funds and which are beyond the resources of other non-public funds.

c. **Trustees Meetings.** The Nuffield Trust Trustees meet during March each year to consider Capital and Major Grants applications, these meeting are attended by 2SL as the RN's PPO.

d. **Policy.** The Trust provide for all types of recreational equipment including the following:

Audio Visual Equipment
Mess Deck Recreational Equipment
Mess Refurbishments
Climbing Walls
Gliders
Music Equipment
Water Recreational Equipment Outdoor Recreational Equipment
Camper Vans/Minibuses
Recreational Furniture
Sports Equipment

This list is not exclusive and the Trust encourages applications for any project in the recreational and welfare area that directly benefits regular Service personnel.

e. As a matter of policy, the Trust does not permit grants for the following:

(1) Items or facilities which should be provided from Public Fund;

(2) Crèches.

(3) Live animals.

(4) Fixed assets overseas.

(5) Fixed assets on MOD land in the UK unless appropriate lease arrangements are made or an undertaking is given that proportionate restitution will be made to the Trust under the terms of the MOD's agreement set out in DGSPPol/313.03 of 25 November 2003, should the asset be lost through early closure of a unit.

(6) Maintenance, repair or running costs of Trust funded assets.

f. **Grants.** These are awards at the following levels, plus a unit contribution of 25% would normally be expected:

(1) **Minor Grants £12.5k (when funding allocation is low this figure is reduced locally to £5k) and below.** Can be applied for at any time via the RNRMC Head of Grants.

(2) **Major Grants to £40k (when funding allocation is low this figure is reduced locally to £25k).** These are considered once a year by the NT Trustees at their March meeting. Applications are to be submitted to the RNRMC Head of Grants by 1 December each year.

(3) **Capital Grants over £40k.** Applications for large capital projects require careful, long term planning, and use considerable staff resources. Fully detailed applications should therefore not to be developed until the Trustees' views have been advised to the originating Project Officer. Preliminary applications may be submitted at any time. However, applicants should be mindful that the Board of Trustees and Executive Committee meet mid-March and the Board of Trustees in November each year. All applications are to be submitted via the RNRMC Head of Grants.

(4) **Special Grants.** In addition to the above grants, the NT Trustees may also, from time to time, make other special allocations in order to meet unforeseen requirements.

g. **Administration.** All projects or items should comply with JSP 462 (Financial Management Policy Manual) Chapter 18, Annex A. Recipients of grants have full responsibility for the provision of insurance cover and all necessary maintenance or repair of items or facilities. The gift should be marked with a plaque or plate stating that it was acquired through the generosity of the Nuffield Trust and placed on a permanent record register.

h. **Personnel Contribution.** A personal contribution of 25% will be expected, unless a valid reason can be given in the justification.

i. **Use of Grant.** A grant is to be used only for the purpose specified. Any unspent part of a grant is to be returned to the RNRMC. Money granted is to be used within one year of the date of approval.

j. **Acknowledgement of Grant.** As a matter of courtesy, letters of thanks for grants received should be sent by all recipients. The Trust, their auditors, and the MOD use these letters as the official confirmation that the grants have actually benefited those for whom they are intended. Immediately the project/item has been paid for, a letter of thanks (only) is to be forwarded to the General Secretary, Nuffield Trust for the Forces of the Crown, 23 Estcourt Road, Gloucester, GL1 3LU with a copy to the RNRMC Head of Grants, along with the purchase receipts.

k. **Permanent Record.** All items provided by grants for the NT are to be suitably engraved or tallied by the parent unit. A permanent record of the items is to be kept and items are to be accounted for as though they were Service permanent stores. The NT grant number must always be quoted in any correspondence.

l. **Transfer or Disposal of Nuffield Trust Items.** Where the recipient is unable to use an item provided by the trust, for whatever reason, including the ship paying off, or establishment changing its function, proposals for the disposal of the item are to be made to the RNRMC Head of Grants for NT prior approval. Wherever possible, the trustees prefer items to be transferred to another unit of the Armed Forces of the Crown, rather than sold, unless the item is unserviceable. Should approval be given for the sale of an item, a refund is due to the Trust for an amount that is a similar proportion of the proceeds of the sale to that represented by the original grant. A cheque for the appropriate amount is to be forwarded to the RNRMC.

m. **Trade In.** When organisations wish to replace an item, and the NT interest in the old item is to be moved forward to help fund the new project, then permission is first to be requested from the Head of Grants.

n. **Minibuses.** These are normally funded via NT grants. The Transport Act 1985 (TA85) applies to those operators of minibuses adapted to carry 8 to 16 passengers who make a charge for the use to recoup some of the running costs. The act calls for each vehicle to be in procession of a Small Minibus Permit. The previous act MA77 predates the TA85, and permits issued under MA77 remain valid. However, they are restricted to the original named vehicle and cease to be valid once the vehicle is disposed of. Therefore, a new, small minibus permit has to be applied for when minibuses are renewed or exchanged. The TA85 does not apply when the use of the vehicle is:

(1) Providing a free service.

(2) Carrying the public at large.

(3) Using the vehicle commercially with a view to profit.

o. **Small Minibus Permits.** The Fleet HQ Central Fund is the RN's registered authority for the issue of small minibus permits to operators of non-publicly funded minibuses, and the TA85 requires all operators of RN non-public funded minibuses in the UK (except NI) other than those listed above, to obtain a permit from the NSAF. Unwanted discs should be returned to the RNRMC Head of Grants.

p. **Contact Details.** For an Application Form and further details contact:

Royal Navy and Royal Marines Charity Head of Grants
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Phone: BT 02393 871520
Email: anne.carr@rnrmc.org.uk
Website: www.rnrmc.org.uk

3246. Services Sound and Vision Corporation (SSVC)
(Registered Charity No: 233480)

a. **Objectives.** The Services Sound and Vision Corporation is a registered charity set up to entertain, and inform Britain's Armed Forces around the world. Its mission statement is "to be the preferred provider of entertainment and information to Service personnel and their families worldwide". The Welfare support activities of SSVC include British Forces Broadcasting (BFBS) radio and television broadcasting to overseas locations where Service personnel are based.

b. **SSVC Welfare Fund.** The SSVC Welfare Fund has been established to finance welfare and recreation amenities that directly or indirectly contribute to operational effectiveness. Priority for these funds will be given to those serving, preparing, or returning from operations, plus those living in isolated or arduous conditions. Funds may also be available to support other requirements for those in the home base, which contribute to military efficiency and operational effectiveness by enhancing morale and developing personal attributes. This fund is accessed by the RNRMC Head of Grants, on behalf of units, for audio visual and entertainment and recreational amenities.

c. **Contact Details.** For applications forms and further advice contact:

Royal Navy and Royal Marines Charity Grants Administrator
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Phone: BT 02392 548 191
Email: Michelle.midgley@rnrmc.org.uk
Website: www.rnrmc.org.uk

SECTION 10

ROYAL NAVY AND ROYAL MARINES CHARITY PAYROLL GIVING SCHEME

3247. RNRMC Payroll Giving Scheme

a. **Background.** The RNRMC Payroll Giving Scheme is the Royal Navy's own charity payroll giving scheme. Money raised through deductions from pay is donated to the RNRMC to distribute to each of the component charitable elements. Each of these elements relies heavily on the income derived from payroll giving to continue their charitable activity at current levels. Donations benefit both serving and ex-serving members of the Royal Navy from the day they join, throughout their service and beyond. The money donated is distributed to each of the component charitable elements along the following funding routes:

(1) **Amenities.** Support to RN and RM for activities, recreation and amenities not publicly funded.

(2) **Benevolence.** Both for serving and ex-serving members and their dependants.

(3) **Naval Service Dependants' Fund.** Death in Service payment to dependants.

(4) **Sport.** Supporting Royal Navy personnel, their clubs and associations and the payroll giving scheme now includes sports insurance in place of the Voluntary Sports Subscription Scheme (VSSS).

b. **How much is it?** Personnel can donate anything from as little as One Pound a week, or a fixed amount per month, which is deducted "before tax" from pay each month. Every pound donated therefore in reality only costs the basic rate taxpayer 80 pence per week or for the higher rate taxpayer only 60 pence a week.

c. **How are Donations Started?** Application forms may be obtained via the RNRMC website at www.rnrmc.org.uk, under payroll giving or from the RNRMC Payroll Giving Manager, RNRMC, Building 29, Whale Island, Portsmouth, PO2 8ER Phone BT 023 9254 8417 or 07714306178.

d. **Contact Details.** For further information and payroll giving arrangements, contact:

Charitable Payroll Giving Manager
The Royal Navy and Royal Marines Charity
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
Hampshire
PO2 8ER

Phone: BT 023 9254 8498 or 07714306178
Email: team@rnrmc.org.uk

SECTION 11

ADVICE AND SUPPORT: OTHER ASSOCIATIONS AND BENEVOLENT ORGANISATIONS

3248. Introduction

Many Service/ex Service Charities and Associations assist serving and former military personnel and their families, in times of need or crisis. The list of charitable organisations offering specific help to Service personnel is extensive, therefore this section can only give brief details on a few of them. Further details on the help and support available to serving and former serving personnel and their dependants can be found at:

a. www.seafarersupport.org/self-help (A Guide to the Maritime Charity Sector).

b. www.cobseo.org.uk (Confederation of Service Charities (COBSEO)).

c. www.ctp.org.uk (Career Transitional Partnership).

d. By searching the internet for Armed Forces, military, Royal Naval, or Naval charities.

3249. Annington Trust

(Registered Charity No: 1068749)

This is a charitable trust to promote the efficiency of the Armed Forces of the Crown by providing for the recreation and general needs of Service personnel who live in family quarters. In addition, it promotes the welfare of the Armed Forces by providing for the general needs of those Service families in particular for the improvement of their recreational facilities. Further information can be found at www.anningtontrust.org.

3250. Association of Royal Navy Officers

a. **Background.** The Association is the principal association which unites the officer corps of the Royal Navy, both serving and retired. For a modest annual subscription, members are provided with a number of opportunities to maintain contact with each other through social activities, a website and a secure, online membership database. Additionally, the Association provides a wide range of key benefits.

b. **Contact Details.** Further information can be obtained from:

The Membership Manager
ARNO
70 Porchester Terrace
London
W2 3TP

Phone: BT 0207 402 5231
Email: asec@arno.org.uk
Website: http://www.arno.org.uk

3251. Blind Veterans UK (St. Dunstan's)
(Registered Charity No: 216227)

a. St Dunstan's changed its name to Blind Veterans UK in early 2012, to make its purpose and activities clear to the general public. Blind Veterans help blind ex-Service Personnel lead independent and fulfilling lives by supporting them with a lifetime's practical and emotional support, expertise, experience and full range of services regardless of when or how they lost their sight. Blind Veterans UK aims to give veterans much-needed support to adjust to sight loss, overcome the challenges of blindness and enjoy daily life.

b. **Contact Details.** For further information contact:

Blind Veterans UK
York House
Wetherby Road
York
YO267NH

Phone: BT 0207 723 5021 0300 111 2233
Website: http://www.blindveterans.org.uk

3252. British Limbless Ex-Servicemen's Association
(Registered Charity No: 1084189)

a. The Association promotes the welfare of all serving and former Service Personnel who have lost a limb or limbs, or one or both eyes as a result of service in any branch of HM Forces or Auxiliary Forces, and to assist their dependants.

b. **Contact Details.** Further information can be obtained from:

BLESMA, The Limbless Veterans Charity
115 New London Road
Chelmsford
CM2 0QT

Phone: BT 02085 901124
Email: info@blesma.org
Website: www.blesma.org

3253. Combat Stress (Ex-Services Mental Welfare Society)
(Registered Charity No: 206002)

a. The society is the only organisation which specialises in helping former members of the Armed Forces, the Merchant Navy and Allied Forces who suffer from mental health problems including psychological trauma attributable to, or associated with their service. The society's activities include:

(1) Limited financial help.

(2) Assistance with claims and appeals for War Disability Pensions.

(3) Domiciliary and hospital visits.

b. **Contact Details.** Further information can be obtained from:

Tyrwhitt House
Oaklawn Road
Leatherhead
Surrey
KT22 0BX

Phone: BT 01372 587000
Helpline: BT 0800 138 1619
Email: contactus@combatstress.org.uk
Website: www.combatstress.org.uk

3254. Commonwealth War Graves Commission
The Commission was established by Royal Charter in 1917. Its duties are to mark and maintain the graves of the members of the forces of the Commonwealth who were killed in the two World Wars. The Commonwealth War Graves Commission aims to ensure that 1.7 million people who died in the wars will never be forgotten and cares for cemeteries and memorials at 23,000 locations, in 153 countries. Further information can be found at: www.cwgc.org.

3255. Confederation of Service Charities (COBSEO)
Formerly known as the Confederation of British Service and Ex-Service Organisations, the membership consists of Service and ex-Service Charities and Organisations, working to promote and further the interests of serving and ex-serving personnel and their dependants. His Majesty the King is the Patron. Over 100 Armed Forces charities and associations belong to COBSEO and further details on these can be found on the COBSEO website http://www.cobseo.org.uk (see member-organisations). The stated objectives of COBSEO are to represent, promote and further the interest of the Armed Forces Community by:

a. Exchanging and coordinating information internally.

b. Identifying issues of common concern and coordinating any necessary and appropriate action.

c. Acting as a point of contact for external agencies to the members of COBSEO.

d. Representing and supporting the needs and opinions of its member organisations, individually and collectively at central and local government levels and with other national and international agencies.

3256. Conference of Naval Associations (CONA)

CONA is a loose federation of like-minded Naval associations who believe in working together for the benefit of their members. The Second Sea Lord is the ex officio President of the Conference. Further details on the activities and membership of CONA can be found by visiting their website: www.cona.org.uk.

3257. Erskine Hospital

(Scottish Registered Charity No: SC006609)

Erskine Hospital is an independent charity providing a modern care facility for ex-Service Personnel in Scotland. It provides an unrivalled level of residential, nursing and dementia care in purpose-built homes. Further information can be found at www.erskine.org.uk.

3258. Forces Pension Society

The Forces Pension Society is governed as a non-for-profit limited company and exists to ensure that serving and retired members of the Armed Forces, their widows, widowers, surviving partners, civil partners and dependants receive the pension to which they are entitled and which they deserve. Further information can be found at www.forcespensionsociety.org.

3259. Greenwich Hospital

a. **Background.** Greenwich Hospital is an ancient Crown Charity whose beneficiaries include serving and former Royal Navy personnel and their dependants. Support, help and services are provided through regular charitable payments, charitable grants both directly and via the RNRMC to Naval and other charities having Naval beneficiaries, sheltered housing and education bursaries at the Royal Hospital School at Holbrook, Ipswich and the University of Greenwich.

b. **Contact Details.** For further information contact:

Greenwich Hospital
3rd Floor
1-2 Bolt Court
London
EC4A 3DQ

Phone : BT 0207 396 0150
Website: www.grenhosp.org.uk

3260. The Douglas Haig Memorial Homes
(Registered Charity No: 207318)

a. The Douglas Haig Memorial Homes provides rental accommodation for letting for former Service personnel and their families. They have over 1,300 properties in over 47 locations throughout UK.

b. **Contact Details.** For further information contact:

Mountbarrow House
12 Elizabeth Street
London
SW1W 9RB

Phone: BT 0208 685 5777
Email: haig@haighousing.org,uk
Website: www.haighomes.org.uk

3261. Help for Heroes
(Registered Charity No: 1120920)

a. Help for Heroes (H4H) works with the Armed Forces, other Service charities and organisations to provide direct, practical support for those who have been wounded . The current focus is for capital grants to create a series of regional Recovery Houses, built across the UK to serve as the last stage of rehabilitation before a Service person returns to their unit or transits back into civilian life. H4H have also established quick reaction funds to be distributed via the main Service charities, to meet the urgent and most immediate needs of injured Service personnel affected by the current conflicts, i.e. since 9/11.

b. **Contact Details.** For further information contact:

14 Parkers Close
Downton Business Centre
Downton
Salisbury
Wiltshire, SP5 3RB

Website: www.helpforheroes.org.uk/

3262. Houses for Heroes Scotland

(Registered Charity No: SC003174)

a. The principal activity of Houses for Heroes Scotland is to construct and maintain houses for selected individuals, and their dependants, who have served in the British Armed Forces, Merchant Navy, Police or Fire Brigade and who, whilst serving or after completion of service, have been partially or totally disabled, or have been discharged through ill health. Although the houses are in Scotland, tenants are considered and welcomed from the Veteran's community across the United Kingdom. The aim of Veterans Scotland housing is to provide one simple application point, which will allow a veteran to register for all the ex-Service housing charities operating in Scotland, dependent on meeting the individual housing charities' specific criteria. Houses for Heroes Scotland operate this application process known as the Central Housing Register on behalf of Veterans Scotland.

b. **Contact Details**:

Houses for Heroes Scotland
Scottish Veterans' Garden City Association Inc
New Haig House
Logie Green Road
Edinburgh
EH7 4HQ

E mail: Mail@svgca.org.uk
Phone: BT 0131 557 1188
Website: www.housesforheroes.org.uk/index.html

3263. King Edward VII's Hospital Sister Agnes

(Registered Charity No: 208944)

King Edward VII's Hospital Sister Agnes is a registered charity governed by Royal Charter, a member of COBSEO and a private hospital. It is committed to ensuring that as many serving and ex-Service personnel as possible can receive swift access to an exceptional standard of healthcare with little or no cost to themselves by the provision of subsidies and grants. Financial assistance is available to all ranks. Further information can be found at www.kingedwardvii.co.uk

3264. King William IV Naval Foundation

(Registered Charity No: 210392)

a. The Foundation provides homes (at RN Cottages, The Drove, Southwick, Hants) for the needy widows or orphan daughters of officers of the RN or RM (or Reserve Officers who have given mobilised service).

b. **Contact Details.** For further information contact:

Royal Naval Cottages
The Drove
Southwick
Fareham
Hampshire
PO17 6HE

Phone: BT 01489877800

3265. Lady Grover's Hospital Fund for Officers' Families

a. Lady Grover's Fund is a Friendly Society which supports officers' spouses, widows, widowers and children by making contributions towards hospital fees, home nursing, and domestic home help following illness or injury. The Fund gives financial assistance to dependants of officers of all three services, whether serving or retired. Widows or widowers can continue their membership at the same rates and with the same benefits. The officer members themselves cannot benefit from the Fund. Membership is open to any officer of the UK Armed Services, who holds or has held a regular commission for a minimum of five years.

b. **Contact Details.** For annual subscription fees and further details contact:

The Secretary
Lady Grover's Fund
Mountbarrow House
6-20 Elizabeth Street
London SW1W 9RB

Phone: BT 0207 808 4180 or 0845 873 7161
Email: secretary@ladygrover.org.uk
Website: www.ladygrover.org.uk

3266. Lloyd's Patriotic Fund

a. The Lloyd's Patriotic Fund was established in 1803 by the Lloyd's market. The Fund works closely with armed forces charities to identify the individuals and their families who are in urgent need of support. Lloyd's Patriotic Fund works with a number of long-standing partners through which funds are administered. Individuals wishing to apply for a special grant should contact their local branch of SSAFA Forces Help.

b. **Contact Details.** For further information contact:

The General Secretary
Lloyd's Patriotic Fund
Lloyd's
One Lime St
London
EC3M 7HA

Phone: BT 0207 327 5921
Email: communityaffairs@lloyds.com
Website: www.lloyds.com/lloyds/corporate-responsibility/charity/patriotic-fund

3267. Missions to Seafarers

a. The Mission to Seafarers, a charity and part of the Anglican church, is represented in over 250 ports around the world offering emergency assistance, practical support and a friendly welcome to crews. Whether caring for victims of piracy or providing a lifeline to those stranded in foreign ports, the Missions to Seafarers offer support to merchant seafarers of all ranks, nationalities and beliefs.

b. **Contact Details.** For further information contact:

Website: www.missiontoseafarers.org

1st Floor
6 Bath Place
Rivington Street,
London
EC2A 3JE

3268. National Gulf Veterans and Families Association (NGVFA)

The NGVFA supports those who served in the 1990-91 and 2003 to date Iraqi/Gulf conflicts. The aim of the NGVFA is to enhance and improve the quality of the day-to-day lives of all veterans of desert conflicts and their families, partners and carers, through support, information, advocacy and counselling. The NGVFA is open to the Armed Forces and civilians as well as their dependants. Further information can be obtained from NGVFA.

Phone: BT 01482 808730
Email: info@ngvfa.org.uk

3269. Naval Families Federation (NFF)

a. The Naval Families Federation (NFF) was established in 2003 to give Royal Navy families an independent voice. The NFF works with the Chain of Command, service providers and the Government in order to make them fully aware of the consequences their policies and decisions have on the Royal Navy family as a whole. This representation ensures that Royal Navy families' differences are acknowledged and understood and is in line with the other two Services. The NFF produce a free magazine called 'Homeport', which contains useful information for Service families.

b. **Contact Details.** For further information contact:

Naval Families Federation
Building 25
HMS Excellent
Portsmouth
PO2 8ER

Phone: BT 02392 654 374
Email: admin@nff.org.uk
Website: www.nff.org.uk

3270. "Not Forgotten" Association

a. **Background.** The Not Forgotten Association is a national tri-Service charity which provides entertainment, leisure and recreation for the serving wounded, injured or sick and for ex-Service personnel with disabilities. The Association provides a wide and varied program of activities including outings, concerts, holidays, events and the provision of televisions and television licenses. Events and activities are open to anyone, whether currently serving or ex-Service, whose life has been affected by conflict or by subsequent injury.

b. **Beneficiaries.** Individuals who may be eligible for support should apply through one of the Service benevolent charities or through their regimental/military association.

c. **Contact Details.** For further information contact:

1st Floor
14 Buckingham Palace Road
SW1W 0QP

Phone: BT 0207 730 2400
Website: www.nfassociation.org.
Email: info@thenotforgotten.org

3271. Officers' Association

a. **Background.** The Officers' Association is a charity dedicated to assisting officers who have retired or are about to retire from His Majesty's Armed Forces, by providing advice and help to officers and their dependants. The services provided include employment and residential homes advice and financial help.

b. **Contact Details.** For further information contact:

The General Secretary
The Officer's Association
Mountbarrow House
6 - 20 Elizabeth Street
London
SW1W 9RB

Phone: BT 0207 808 4160
Website: www.officersassociation.org.uk

3272. Queen Alexandra Hospital Home (QAHH)

a. QAHH is a registered charity, providing permanent and short term accommodation for former members of HM Armed Forces and their spouses who are in need of such accommodation due to age, sickness or disability and who require medical or nursing care. Anyone who has served in HM Forces at any time or in any capacity and also immediate family members of someone who has served in HM Forces are eligible for admission.

b. **Contact Details:** For further information contact:

The Queen Alexandra Hospital Home
Boundary Road,
Worthing,
West Sussex
BN11 4LJ

Phone: BT 01903 213 458
Website: ww.qahh.org.uk

3273. Regular Forces Employment Agency

(Registered Charity No. 1061212)

a. The aim of the Regular Forces Employment Agency (RFEA) is to help those leaving the regular Armed Forces to find and to remain in employment throughout their working lives. This is done as part of the Career Transition Partnership (CTP) for up to two years after discharge and thereafter is done on behalf of the Service Benevolence Funds.

b. **Contact Details.** For further information and details of branch offices, contact their Head Office at:

RFEA
First Floor
Mountbarrow House,
6 - 20 Elizabeth Street
London
SW1W 9RB
Website: www.rfea.org.uk

3274. Royal British Legion (RBL)
(Registered Charity No: 219279)

a. Caring and campaigning for the serving and ex-Service community. The RBL provides financial, social and emotional support to millions who have served and are currently serving in the Armed Forces, and their dependants. The legion was founded in 1921 as a voice for the ex-Service community. Although the needs of ex-Service people have changed over the years, they are still there to safeguard their welfare, interests and memory.

b. The RBL offers advice and support about a wide range of topics, including:

(1) War pensions, inquest and compensation claims.

(2) Benevolent / welfare help.

(3) Care homes.

(4) Poppy Breaks, Family Holiday Breaks and Adventure Breaks.

(5) Remembrance travel (pilgrimages, school and group tours).

(6) Tracing advice. (Note. RBL does not hold or have access to, any official records, but can advise where to get hold of information for tracing purposes.)

c. **Contact Details.** For further information contact:

The Royal British Legion
199 Borough High Street
London
SE1 1AA

Phone:	BT 0808 802 8080
	(free from UK landlines and main mobile networks)
From overseas:	+44 (0)20 3207 2100 (full rate)
	(Lines are open from 0800 - 2000 hrs 7 days a week)
Website:	www.britishlegion.org.uk (includes Live chat)

3275. Royal Naval Association (RNA)

(Registered Charity No: 266982)

a. **Background.** The Royal Naval Association is the principal Naval Association recognised by the Admiralty Board. The RN and RNA have agreed a Memorandum of Association. Membership is open to all who served or have served in the Royal Navy, Royal Marines, QARNNS, WRNS and Reserves of all ranks. In addition, anyone who is in sympathy with the objects of the Association may join as an Associate Member.

b. With over 20,000 members across 385 branches in the UK and overseas, the RNA is a family of current and former Royal Navy personnel, relatives and supporters of our country's Royal Navy. The RNA considers that, whether its activities involve catching up with friends at its regular social events, fundraising, advising on welfare and employment matters, or just providing an arm around the shoulder, the natural willingness to help others stems from the tradition and camaraderie that only Royal Navy life can instil.

c. The RNA's core values are:

(1) **Unity.** Shared backgrounds and equality in rank. Naval personnel share the same bonds, the same mindset, and even the same language. All members are equal and are the heart and soul of the RNA.

(2) **Loyalty.** To other members and their dependants. The RNA believes in supporting and looking out for each other. The RNA is loyal to the personnel and dependants of the Royal Navy, along with other charities or organisations with naval connections.

(3) **Patriotism.** The RNA is proud to serve and proud to represent our country and honoured to remember and represent (on a national and international level) those who have fallen for our country or who fight now.

(4) **Comradeship.** Friends in fun, fellowship and need. Your RNA shipmates will always be here for you and will never leave you or your dependants in despair.

d. **Contact Details.** For further information contact:

Royal Naval Association
Lanyard House
Scott Road
HM Naval Base
Portsmouth
PO1 3LU

Phone: BT 02392 723 747
E Mail: admin@royalnavalassoc.com
Website: www.royal-naval-association.co.uk

3276. Royal Sailors' Rests (also known as Aggies and RSR)
(Registered Charity No: 238748)

a. **Background.** Dame Agnes Weston's Royal Sailors' Rests (RSR) is dedicated to supporting serving Royal Navy personnel, and their families. RSR works closely with Naval Welfare and Chaplaincy.

b. **Contact Details.** For further information contact:

RSR Executive Director
Castaway House
311 Twyford Avenue
Portsmouth
PO2 8RN

Phone: BT 07977 641 876
Email: office@aggies.org.uk
Website: www.aggies.org.uk

3277. Royal Star and Garter Homes
(Registered Charity No: 210119)

a. The Royal Star and Garters Homes' priority is to promote independence and enjoyment of an active lifestyle, ensuring individuals are supported in living life to the full. Its aim is to ensure that ex-personnel of any age, and their spouses, widow(er)s or civil partners will benefit from the Charity's care long into the future.

b. **Contact Details.** For further information contact:

The Royal Star and Garter Homes
15 Castle Mews
Hampton
Middlesex
TW12 2NP

Phone: BT 020 8481 7676
E-mail: general.enquiries@starandgarter.org

3278. Seafarers UK
(Registered Charity No: 226446)

a. Seafarers UK is an umbrella charity that gives grants to other charities which help seafarers or ex-seafarers (including their families and dependents). Seafarers UK defines seafarers as those who are, or once were, in the Royal Navy, Merchant Navy or fishing fleets.

b. **Contact Details.** For further information contact:

Seafarers UK
8 Hatherley St
LondonSW1P 2QT

Phone: BT 0207 932 0000
Fax: BT 0207 932 0095
Email: contact@seafarers-uk.org
Website: www.seafarers-uk.org

3279. SSAFA Forces Help
(Registered Charity No: 210760)

a. **Background.** SSAFA is a national charity providing financial, practical and emotional assistance to anyone that is currently serving or has ever served in the Army, Navy or RAF, and their families. SSAFA Forces Help's motto is "One day's service: a lifetime of support", with the offer of support no matter how your life circumstances may have changed.

b. SSAFA's Range of Services includes the provision of practical support, help with financial difficulties and emotional support with social and family issues. The list below highlights some of the assistance offered by SSAFA.

(1) Financial support and advice, including state benefits and war pensions

(2) Housing facilities at, SSAFA Norton Homes, Stepping Stone Homes, St Vincent's Residential Care Home and the Royal Homes (Wimbledon).

(3) The London Homeless Division (working with ex-Service rough sleepers).

(4) Adoption service (available to all those in the UK Serving community).

(5) Mentoring service to support wounded, injured and sick Service personnel.

(6) Health and social work services on behalf of the MOD in most overseas establishments.

(7) Backing, encouragement and advice for parents of children with additional needs or disabilities, serving personnel with a disability and their partners and carers.

(8) Service Community volunteers work on bases, stations and garrisons around the world to improve the quality of life for Serving personnel and their families.

(9) Assistance with immediate and practical needs for ex-Service personnel (and members of their immediate family) who are serving a prison sentence, or been recently released.

(10) Support Groups, e.g. for the Families of Injured Service Personnel (FISP), bereaved families, bereaved siblings and the Forces Additional Needs and Disability Forum.

SSAFA main office telephone number: 8088 260 6780

c. **Forcesline.** Forcesline is a free and confidential helpline that is completely independent of the military chain of command. The experienced civilian staff provides a non-judgemental, supportive, listening, and signposting service for serving personnel and their families, as well as former members of the Armed Forces. You can talk about anything including personal concerns, worries and problems. Wherever possible Forcesline will provide factual information or 'signpost' possible ways forward. Forcesline is available Mon-Fri, including Bank Holidays, and can be accessed from anywhere in the world. The line is open from 1000 to 1930 (UK local time) and the numbers are:

(1) From the UK (Main Line): . 0800 260 6780

(2) From Germany: 0800 1827 395.

(3) From Cyprus: 800 91065.

(4) From the Falkland Islands # 6111.

(5) From anywhere in the world (Call-back) +44 (0)1980 630854.

(6) From Operational Theatres, to enable access through Paradigm's phone system, dial the appropriate access number then enter *201 at the PIN prompt.

(7) AWOL Support Line: 01380 738137.

d. **Branch Network.** Alternatively, if you are seeking assistance from their network of branches working with the ex-Service community, you may wish to contact your local branch directly, via the branch locator on the website or by telephoning (local numbers are in the appropriate area telephone directories). Note that as volunteers staff the branches, the office hours vary, and you may not receive a reply immediately.

e. **Post.** If you prefer to write to Forcesline, their address is:

Forcesline
FREEPOST
PO Box 1312
Pewsey
Wiltshire, SN9 6NN

f. **Online Form.** To email Forcesline, visit http://www.ssafa.org.uk and select "how we help", Forcesline and access the online form.

g. **Central Office.** You can also contact the Central Office at:

4 St Dunstan's Hill
London
EC3R 8AD

Phone: BT 0207 403 8783
Email: info@ssafa.org.uk
Website: www.ssafa.org.uk

3280. Union Jack Club

a. The Union Jack Club is a private members club for serving and ex-serving military personnel of HM Armed Forces close to London's Waterloo Railway Station. All serving personnel below commissioned rank are automatically members of the club and do not pay any membership fees. Commissioned ranks are temporary members who do not pay membership fees, but do pay a higher rate for accommodation. The club is situated close to many of London's top attractions and offers an excellent base for the family group. It has over 260 bedrooms ranging from singles, twins, and doubles, along with bars and a restaurant, plus conference facilities.

b. **Contact Details.** For further information contact:

The Union Jack Club
Sandell Street
London
SE1 8UJ

Phone: 24 Hour Switchboard: 020 7928 6401

E-mail: members@ujclub.co.uk
Website: www.ujclub.co.uk

3281. Veterans Aid

(Registered Charity No: 1095308)

Formerly known as the Ex-Service Fellowship organisation, Veterans Aid is primarily involved in supporting homeless and vulnerable veterans who have served in the British Armed Forces. Its services include the provision of accommodation, social work, alcohol counselling, and advocacy. Further information can be found at www.veterans-aid.net.

3282. Victory Services Club

a. The Victory Services Club is a Military Club for serving and ex-serving military personnel of HM Armed Forces in the heart of London's West End. Serving members of the Armed Forces are automatically members of the club, and pay no subscription fees and annual charges. The club provides accommodation, event and conference facilities at competitive rates.

b. **Contact Details.** For further information contact.

Victory Services Club
63 - 79 Seymour Street
London
W2 2HF

Phone: BT 0207 723 4474
Fax: BT 0207 402 9496
E-mail: info@vsc.co.uk
Website: www.vsc.co.uk

3283. War Widows Association

This is essentially a pressure group that exists to improve the conditions of war widows and their dependants in Great Britain. Its work encompasses those who have suffered bereavement as a result of World War II and all conflicts since then including Iraq and Afghanistan. The WWA also represents those who have suffered the loss of their partner and in peacetime, when the death was attributable to their Service life. Further details can be found at www.warwidows.org.uk.

3284. White Ensign Association

a. The mission of the White Ensign is to inform and provide guidance to all serving and former members of the Royal Navy, Royal Marines, their Reserves and also to their families on Employment, Finance, Resettlement and Personal Administration. The White Ensign offers unbiased, confidential and free advice service. White Ensign staff visit establishments throughout the United Kingdom on a regular basis to provide support, guidance and advice in the form of Lectures and personal interviews

b. **Contact Details.** For further information contact:

HMS BELFAST
Tooley Street
London
SE1 2JH

Phone: BT 07384574498
E-mail: office@whiteensign.co.uk
Website: http://www.whiteensign.co.uk

ANNEX 32A

COMMANDING OFFICER'S PUBLIC FUND (COPF) AND JUNIOR'S FUND (JF) CLAIM FORM

1. At the start of new Financial Year and before committing any COPF or JF spend, Navy Command is to be informed of the total number of entitled personnel on Ship / Unit's UPL including sub-Units as at 1 April; this figure will determine COPF Control Total for that FY. The following is a suggested format for Ships / Units to claim COPF / JF and is to be sent from the CO's account:

To: NavyPeople-PSRBLapplications@mod.gov.uk

Subject: WELFARE GRANTS (COPF / JF) - Commanding Officer's Certificate

In accordance with the COPF / JF RNTM application procedure, I certify the number of eligible personnel on the Ship / Unit's UPL as at 1 Apr (Insert year) is [*insert figure here*] and I am claiming the following COPF and JF amounts for HMS [*insert Ship/Unit name here*] for Financial Year (Insert FY e.g. 2025/26).

Commanding Officers Public Fund (*Entitled persons x value in JSP 770*): £ _____

Junior's Fund[1]: £ _____

Sub units included in this claim are:

[1] Junior Fund is applicable to HMS COLLINGWOOD, HMS NELSON, HMS RALEIGH, HMS SULTAN, HMS SEAHAWK, RMSM PORTSMOUTH and CTC LYMPSTONE only.

ANNEX 32B

COMMANDING OFFICER'S PUBLIC FUND (COPF) SPEND APPLICATION FORM

To: _____ (Note 1)

From: _____ (Note 2)

Description of Request

Cost: _____ (Note 3)

Justification for Request

Has financial approval for the procurement of item/service been previously refused on grounds of policy?

Yes/No

Signature of Applicant: _____

Budget Manager Approval: _____ (Note 4)

Authorising Officer: _____ (Note 5)

Date and Serial No of Entry in [unit/COPF] Property Book:

Notes:

1. Officer authorised to commit to expenditure from COPF.
2. Details of Applicant.
3. If authorised and purchased a copy of the receipt should be attached to the Application Form.
4. Local Budget Manager is to check that funds are available within Control Total and that application meets financial propriety and regularity criteria.
5. Must be personally signed by the Commanding Officer.

ANNEX 32C

COPF/JF EXPENDITURE RETURN TEMPLATE

COPF/JF EXPENDITURE[1]

Point of Contact (Name/Tel):

Ship / Unit / Establishment:			**FY (insert FY) ALLOCATION**			
CASH OFFICE USED[2]	DATE	DESCRIPTION[3]	QTY	COST (EA)	COST	REMARKS
					£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
				SUB TOTAL		
				VAT	20%	
				TOTAL		

[1] This Form is to be submitted to Navy Command Finance team NAVY FD-Fin Ops DO WF Other as and when COPF/JF expenditure occurs.
[2] Location of Cash Office used is especially important for Tenders, RTCs and remote Units for Navy Finance to reconcile COPF spend on Master sheet.
[3] **Separate line is to be used for each item purchased and cost to individual ship/unit identified in order to maintain detail of remaining balance.**

ANNEX 32D

REBALANCING LIVES FUND GRANT APPLICATION FORM

1. Requests should be submitted by email, using the template provided below, to Navy People-PS RBL applications (MULTIUSER) (NavyPeople-PSRBLapplications@mod.gov.uk

2. **All boxes on the application form must be completed (showing current figures). Where there is a £0 figure a Section D, this must be justified at Section J.** Incomplete forms will be returned to applicants for resubmission.

3. Applications from Ships and Units must be endorsed through their respective Executive Departments or Chain of Command.

Fighting Arm	SS:	FAA:	RM:	SM:	Mar Res:	Deployed RFA:
Ship/Establishment/Unit: ***Please state for whom the grant is requested***						
A. Date of the Event *(if CLM)*:			**B. Date Grant is required:**			
C. Total cost of Project/Event (incl VAT):	**£**		***A breakdown of costs of this total should be provided at Para J***			
D. Personal/Mess/Unit Contribution towards the Project/Event:	**£**		***This figure is the amount of contribution that will be made towards the event or project by the individual/Ship/Establishment/Unit that are applying for the Grant***			
E. Current Balance of Ship's/Unit's Welfare Fund	**£**		***RBL may contribute towards your Grant and does not necessarily fund the entire project/event***			
F. Total amount of applications to any other fund for this project/event:	**£**		***This includes: Unit Welfare Fund, Mess Fund, RNRM Sports Lottery. Please provide further details of who has been applied to in Part J (Additional Info)***			
G. Bid Request:	**£**		***This is the amount of funds that you are requesting from the Rebalancing Lives Fund***			
H. Maintenance or Through Life Costs	**£**		***The RBL Fund will not fund current or future maintenance costs (e.g.: TV License, Batteries)***			
I. Project/Event Point of Contact:						
Name and Rank:						
Address:						
Telephone:						
Email:						
J. Project/Event Details: *This should be a comprehensive description of the project or event, together with reason and justification for your application. Please provide a full breakdown of costs and where you intend to purchase goods from.*						

K. Number of personnel expected to benefit if a Grant is awarded: *RBL is for the benefit and good of RN/RM/MR/RFA Personnel only. Please include Officer/Rating/Other Rank breakdown, including Names, Rank/Rate and Official Numbers.*
L. Commanding Officer's / Executive Officer's Endorsement
Name & Rank:
Telephone:
Email:
M. Additional information:

ANNEX 32E

APPLICATION FOR HEALTH AND PERFORMANCE FUNDING

1. Applicant Details:

Name:	
Rank/rate:	
Email	

2. Name of Unit:

3. How many Unit Health Committees have taken place in the last 12 months? Please provide the dates.

4. Have the meeting minutes been submitted to the RNHaP Team?

Yes	No

5. Justification/reason for application: *This should be a comprehensive description of the reason you would like the funding and what items or events it will be used to fund. Please include the health priority topics covered and evidence why this is needed. This can be evidenced through UHC minutes or actions.*

6. Approximately how many people will this impact?

7. If applying for funding for items, please provide evidence of why this is required and explain why it will have a positive impact on SP's health and performance. How will you know that this positive outcome has been achieved?

8. Please provide the full breakdown of costs for the funding sought:

Please note, you can ONLY qualify for funding if you can provide evidence of previous and current UHCs taking place.

ANNEX 32F

HEALTH AND PERFORMANCE GRANT FEEDBACK FORM

1. Unit:

2. Which health topic did your purchase cover? (Please highlight the appropriate topic)

- Women's Health
- Healthier Weight (Nutrition and Physical Activity)
- Additions (Alcohol, Nicotine, Gambling)
- MSKI
- Sexual Health and Relationships
- Mental Fitness / Resilience

3. How much was your funding application for?

4. What did your purchase with the funding?

5. How beneficial was your purchase to those who have used it? (Please highlight your rating)

(Not beneficial) 1 2 3 4 5 (Extremely beneficial)

6. Please provide feedback on why the purchase was or was not beneficial. (Please add any relevant evidence if possible)

7. How many people has this purchase impacted?

8. Would you use this funding again in the future? (Please highlight appropriately)

- Yes
- No
- Maybe

9. How could we improve the funding application for you?

Thank you for completing the RN HaP Funding Feedback Form. Your feedback is extremely important to us! If you have any questions or would like to discuss further, please contact NAVYPEOPLE-PSHWGROUP@mod.gov.uk

ANNEX 32G

NAVAL SERVICE ASSISTED PASSAGE SCHEME (NSAPS)

1. Principles

a. Naval Service Assisted Passage Scheme (NSAPS) loans are provided from the NSAF primarily for the purpose of assisting service personnel with the cost of flights for relatives to and from ports where deployed ships are on standoff. Hotel costs may be included in the loan if they are part of a package holiday.

b. JSP 752 Chapter 6 Section 3 details the allowances and advances of pay available through Families Assistance for Visits Abroad (FAVA) to married service personnel deployed for 182 days or more. To assist those personnel who do not qualify for FAVA, RN Charities introduced SPAPS (Single Persons Assisted Passage Scheme), and the Short Deployment Fund (SDF). Following the formation of the RNRMC SPAPS and SDF have now been replaced by NSAPS administered through the NSAF. In certain circumstances FCDO personnel may also be eligible.

2. Criteria

a. There is no minimum length of deployment for NSAPS as there is for FAVA, but the FAVA allowance cannot be claimed at the same time as NSAPS. Eligibility is subject to block leave being available in the foreign port and Commanding Officer's approval being given. Personnel who qualify for FAVA are not permitted to apply for a NSAPS loan either as well as or instead of FAVA. There is no limit to the amount of the loan or to the number of persons on whose behalf an individual can apply for a loan, but they must have a significant link to the applicant such as blood or marital relationship or long term partnership.

b. FCDO personnel who have not settled their family in the UK may apply for a loan to visit financially dependent family or a home maintained by them in their country of origin – see eligibility table below.

c. The NSAPS loan is made to the Ship's Central/Welfare Fund for the use of the individual and not to the individual direct. In certain circumstances the Fund will pay the Travel Agent direct or reimburse the individual for flights purchased online, provided that the Ship acknowledges responsibility for the loan in advance.

d. Repayment is by way of monthly instalments to the RNRMC. The maximum period for repayment is 12 months. Normally only one loan per person is permissible in any 12 month period.

3. Procedure for Submitting an Application

a. Unit to identify window in programme which will allow for block leave to be taken (usually in line with a FAVA application) and obtain CO's approval.

b. Ship's Company to be informed of opportunity for NSAPS.

c. Obtain application form and at earliest opportunity to forward it by email to RNRMC Assistant Accountant, (see para 3211)

d. Details of the proposed loans should be given to the Ship's Welfare Committees and approval sought if appropriate.

e. RNRMC Assistant Accountant to approve application and arrange payment to the ship/travel agent/individual (in exceptional cases only) and record the debt.

f. RNRMC Assistant Accountant to send draft repayment schedule and bank mandate to unit.

g. Debt to be recorded in Ship's Sage Accounts, repayment schedule confirmed and repayments made in accordance schedule until cleared.

Table 32G -1. NSAPS - Eligibility Table

Scheme	Regular Service Married	Regular Service Unmarried	FCO unmarried with home maintained in country of origin	FCO married or unmarried with financially dependent family in country of origin	FCO married with family in UK	FCO unmarried with family in UK
FAVA - Advance of pay for return fares (not hotel) for family from UK to foreign port + Allowance	Eligibility - deployed away from UK waters continuously for 182 days or more	Not eligible	Not eligible	Not eligible	As Regular Service Married	Not eligible
NSAPS - Loan for return fares for family from UK to foreign port while Ship deployed (inc hotel if package deal) - no Allowance	Eligibility - deployed away from UK waters continuously for less than 182 days	Eligibility - No minimum length of deployment	Not eligible	Not eligible	As Regular Service Married	As Regular Service Unmarried
DOMCOL - return fare paid for self from UK to Country of origin	Not eligible	Not eligible	Once every 5 years	Not eligible	Not eligible	Not eligible
NSAPS (FCO) - Loan for FCO for return fare (not hotel) for self from UK to country of origin - no Allowance	Not eligible	Not eligible	Once in every year that not entitled to DOMCOL	Once in every year	Not eligible	Not eligible